



Wyoming Department of Health
Aging Division

Policy Information Notice

DATE: November 4, 2008

PIN #: DORE-2008-01

SUBJECT: Requests for extension for reports and other documents required by the Aging Division

TO: Aging Division Contractors

This Policy information Notice (PIN) provides guidance related to requests for extensions for reports and other items required for grants and contracts of the Aging Division. This PIN addresses the following topics:

1. Request format
2. Information provided
3. Notification of approval/denial

Requests for extension

It is the goal of the Aging Division to remain fair and consistent in our dealings with all contract providers. It is also necessary to accurately track extension requests for documents and reports required by the Aging Division in regards to grants administered and distributed. Therefore, any request for an extension in the date that a report or related document is due to the division must be made in writing. (Email is considered an acceptable written form.)

The written request must contain the following information:

- Requested by (persons name)
- Organization
- Contact Information
- Date
- Program Affected
- Reason Extension Requested
- Date the item will be remitted

Upon receipt, the Aging Division will consider the request. Upon determination, the requestor will be notified in writing (email is acceptable) of the decision of the Aging Division to grant or deny the request.

The Aging Division will maintain a log of all requests.

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